

The Leesburg Planning Commission met on Thursday, May 6, 2004, in the Council Chambers, 25 West Market Street, Leesburg, Virginia. Staff members present were David Fuller, Mike Freda, Paul Gauthier and Linda DeFranco.

### **CALL TO ORDER**

The meeting was called to order at 7:02pm by Chairman Vaughan.

### **PLEDGE OF ALLEGIANCE AND ROLL CALL**

Present: Chairman Vaughan  
Commissioner Bangert  
Commissioner Barnes  
Commissioner Hoovler  
Vice Chairman Werner

Absent: Mayor Umstattd

Prior to the beginning of the meeting, Chairman Vaughan called for a moment of silence in memory of Commissioner David Kennedy,

### **ADOPTION OF THE AGENDA**

Commissioner Bangert moved to adopt the agenda as presented:

Motion: Bangert  
Second: Werner  
Carried: 5-0

### **ADOPTION OF MINUTES**

Commissioner Werner moved to adopt the minutes of the April 15, 2004 meeting as submitted:

Motion: Werner  
Second: Hoovler  
Carried: 4-0-1

Commissioner Werner abstained from the vote since she was absent for the April 15 meeting.

### **PETITIONERS**

None

**PUBLIC HEARINGS**

None

**COMPREHENSIVE PLANNING****2005-2009 Capital Improvements Program – Mike Freda, Management/Budget Officer**

Mike Freda gave an update on CIP issues, mainly pointing out the addition of the Lawson Road Pedestrian Bridge, slated for construction in 2009. This will not impact the current CIP.

Commissioner Bangert asked if the cost of the Ft. Evans sidewalk increased so dramatically because of inflation. It was noted that yes, the increase was due to inflation. She also asked where the Royal Street drainage improvement was placed in the CIP. Mr. Freda responded that it was moved to the Appendix.

Chairman Vaughan commented on the traffic light at the corner of Market Street and the courts complex. It was noted that this was part of the packet and the town had agreed several years ago to provide this light.

Moved by Commissioner Bangert that the Planning Commission recommend that Town Council approve the 2005-2009 Capital Improvements Program containing 48 projects totaling \$121,774,714.00 subject to CIP Managers addressing the comments contained in the proposed 2005-2009 Capital Improvements Program Staff Comments dated April 8, 2004 to the extent practicable when detailed plans for those projects are developed

Motion:       Bangert  
Second:       Werner  
Carried:       5-0

**Town Plan Public Meeting** – David Fuller, Chief, Comprehensive Planning

David Fuller asked for Commission preference in the location of the June meeting. This meeting will be a joint meeting with the Economic Development Committee and the Environmental Advisory Committee along with the public. The meeting is scheduled to be a worksession that would revisit some of the previous comments, group the comments into themes and work toward finalizing some of the language. It is important to be able to televise the meeting.

Commissioner Werner felt that the camera aspect was important to this meeting. There was some discussion on the number of times this might be broadcast, along with the quality of the end product.

Commissioner Barnes said that these plans are being made with the assumption that there will be nothing on the agenda. That would certainly change the content of the meeting and the logistics for setting it up.

Commissioner Hoovler asked what happened to the data from the 60/40 meeting. Will this data be passed along at this meeting? Mr. Fuller responded that it might be available.

### **STAFF AND COMMITTEE REPORTS**

Commissioner Hoovler reported that the Economic Development Committee had received the invitation to tour Dodonna Manor. This is a special tour prior to the final furnishings being put into place. Guidelines for the Channel 21 Bulletin Board were also given to the Committee. Susan Swift updated the Committee on the Streamlining policies, and an update on the Town Plan.

Chairman Vaughan gave an update on the Board of Architectural Review. At the April 19<sup>th</sup> meeting two car dealerships were reviewed. The Star Pontiac design and elevation were changed and the BAR was very pleased with these changes. Also, the Wayfinding signs were discussed. The BAR would like to see wooden signs, VDOT dictates metal signs. There is a material that looks like wood, but wears much better. This is being investigated. Lastly, the preservation of Paxton Home was discussed.

Commissioner Barnes reported on the Traffic Committee. There was discussion on imposing a fine of \$200 for speeding on North Street. Taking stop signs down from the Washington Street and Catoctin Circle area. Improvements must be completed before the signs can be removed, however obtaining the easements has been difficult.

### **OLD BUSINESS**

David Fuller said that he did not have a report, the item on Streamlining was informational only.

Commissioner Bangert asked if a motion need to be prepared regarding changing the order of presentation to the Planning Commission. It was determined that yes, there needed to be a motion.

Commissioner Bangert moved that the Planning Commission vote this evening on changing the order of the agenda and the order of the presentation in the bylaws to allow elimination of first submission briefing, list preview items after the Chairman's Statement and to allow the applicant presentation to precede the staff presentation

Motion:	Bangert
Second:	Hoovler
Carried:	5-0

Commissioner Werner had some questions regarding the order of presentation. Chairman Vaughan and Commissioner Hoovler updated her on the information. The Staff report will be the same, only the presentation order will change.

Commissioner Hoovler said this allows the Commission to focus on the issues.

Commissioner Werner asked that staff prepare the change to the Bylaws and give it back to the Planning Commission at their next meeting.

Mr. Fuller stated that there was a joint Planning Commission and Town Council meeting scheduled for May 25<sup>th</sup> regarding the Paxton House.

Paul Gauthier asked if there were any questions on the traffic light report that was included in the packet.

Commissioner Bangert asked about the status of the Terms of Office. For some reason this never made it to the Council level for discussion and/or action.

It was moved by Commissioner Bangert that the Terms of Office memorandum be forwarded to Council for consideration.

Motion:	Bangert
Second:	Hoovler
Carried:	5-0

Commissioner Werner asked how this affected the Mayoral appointee. Chairman Vaughan said that while the Planning Commission is asking for only themselves, that other Commissions should also be appointed in the same manner.

Commissioner Hoovler stated that continuity is extremely important.

Chairman Vaughan spoke briefly about Councilman Jackson and his long tenure of service to the Town on both the Council and the Planning Commission.. Potentially after the election there could be up to 4 new members appointed to the Commission. He went on to congratulate the new Councilmembers.

Commissioner Bangert stated that next Wednesday, May 12 there will be a meeting regarding the two new school sites in the Urban Growth Area past Tavistock. The issues are land use near the sites and traffic. On Thursday, May 13 there will be a joint meeting with the County regarding the school sites and the Western Transportation Corridor. Lastly, Commissioner Bangert asked about the status of Beauregard Overlook.

Paul Gauthier mentioned that the plan is in for review but he could not offer more detail. It is currently in the Planning Department. Commissioner Bangert went on to ask if the Commission would see any changes that come in since this is a by-right use. It was suggested that Commissioners contact Planning Staff directly for any questions regarding

the plans for this subdivision. Also, Meadowbrook has been submitted and accepted by the Town on May 4. Lastly there was some discussion on the retaining walls at Georgetown Mews. Apparently they encroach on the right of way so they must be moved. Commissioner Werner stated that it was a shame that this was not determined prior to the walls being completed.

**ADJOURNMENT**

The motion was made to adjourn the meeting at 8:02 pm

**Prepared By:****Approved By:**

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**Linda DeFranco, Commission Clerk**

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**Clifton Vaughan, Chairman**